User Guide for attaching Special Assessment Conditions to exam sessions

- Schools need to attach SAC to the November- December exam sessions for candidates so that NZQA can print duplicate or enlarged exam papers and Exam Centre Managers (ECMs) can allocate readers, writers and rooms for supervision.
- Candidates must be entered for externals before SAC can be added to an exam session. This includes Scholarship. If you have candidates requiring **Brailled papers**, make their entries and attach their SAC to sessions early in July, and inform sac@nzqa.govt.nz separately as well, to ensure production can begin as soon as possible.
- Always provide the names and NSNs of the candidates in all email enquiries and requests to sac@nzqa.govt.nz
- The process has been streamlined so that the entitlements of each candidate are the only ones available for selection for each of their exam sessions. Each session is selected in turn, which allows for candidate preferences such as Computer for English but Writer for Home Economics, for example.
- Once selected and saved the SACs are automatically and underline immediately confirmed.
- The link to attach the SAC to exams is called **Special Assessment Exams Processing** on the usual high security SAC page.

  Create First Time Application
  Rollover Previous Year's Application
  Special Assessment Exams Processing
  Special Assessment Candidate Exam Timetables

- When the page opens, click on a candidate's NSN to view their particular session entries. You don't have to select for every session at the same time, but you must Save before you go back to the master list. Check the Separate Accommodation choices are correct before you save.
- There is an **Edit** function to correct any errors that may have occurred or for when the student wishes to change the SAC that has been saved already. See page 4.

It is important to have all students select and sign their SAC choices to reduce the chance of errors. Use the **Special Assessment Candidate Exam Timetables** report to provide the information for what is to be chosen. When you process and save the candidate's choices, the information is also saved into the report. The report is also available in General Security under Key Indicators - Exams.

Separate Accommodation

An entitlement of Separate Accommodation (SA) is modified for exam sessions into a choice between **SM** which stands for **Small Group Separate Accommodation,** which is appropriate for candidates all using a computer at the same time, and

IS which stands for **Isolated Separate Accommodation**, needed when someone is talking or the candidate needs to be on their own (e.g. anxiety, need to exercise).

- When you select a reader or writer, IS will automatically activate as a tick.

- Sometimes a candidate who needs Isolation may choose to not want their entitled reader or writer. If neither are selected the IS will be untickable too. Do not choose R or WR, but email sac@nzqa.govt.nz for IS to be added.

- When you select a computer, SM is automatically ticked, but you can untick it and change it to IS for those candidates who always need to be on their own. Ensure the ECM knows to allocate them a separate room with their own supervisor and printing facility.

- A Reader and Computer combination will always be in Isolation and need printing facility.

Once saved, the Entitlements for a session will be listed under the session, and the Request will be listed under that, with an automatic 'Approved'.

The Separate Accommodation is listed as SA(SM) and SA(IS). For example:

Entitlements	NZQA Status
Entitlements: WR, SA(SM), SA(IS), CU	
Requested: SA(SM), CU	Approved

Writer/Typist

When a candidate chooses a Writer (**WR**) this also includes the option of the writer choosing to type the candidate's answers on a computer. There is no choice for **Typist** – select WR. IS will automatically tick because the candidate will be talking, and the ECM will know that a person will be employed and a separate room allocated. ***You need to advise the ECM that the writer will be a typist, and that a computer and printing facility need to also be provided.***

The computer is set up in the same way as it would be for any candidate using the computer themselves.

Writer for Geography

There is a **partial exclusion** of Writer for Geography exams at all levels. You <u>may</u> select WR, but must *advise the Writer that they may not draw maps or graphs for the candidate*. The writer may add labels as directed by the candidate.

Reader and Languages

A Reader (**R**) may read only English words in a Language exam and not the target language, except for Te Reo Rangatira exams where a Reader is permitted to read Te Reo Māori. The Reader option is not available to you for selection, but if the candidate wants to have a reader for the English in their Language exams NZQA can add it for them. Complete the "Request to add Reader for part exclusions" form on the Forms page for the candidate and email it to sac@nzqa.govt.nz.

Inform the reader of the exclusion of the target language.

Extra Time

Extra Time (**ET**), if entitled, only comes "live" when the candidate has 3 standards in the session or has Scholarship entries.

- If a late entry after SAC selection is confirmed now makes 3 standards for the session, a red Alert is flagged next to the candidate name and that session's selection becomes "live" again for you to now tick Extra Time.
- You can choose **extra time instead of computer or writer for** specific exam sessions when Extra Time is NOT an entitlement the candidate normally has. These sessions are listed in a PDF on the SAC Exclusions page and on the Forms page.

  Example:

  ☐ CU - Use of a computer ☑ ET - Extra Time ☐ IS - Isolated Separate Accommodation
  ☐ SG - Small Group Separate Accommodation
  ☐ WR - Writer assistance ☐ NR - SAC not required

  ET only means this candidate will be in the hall with the rest of the candidates as Separate Accommodation is needed only when using a computer or writer.

SAC not required

SAC not required should be selected when the candidate has
- an entitlement of Extra Time and/or Rest Breaks but has entered for only one or two standards
- deliberately considered and chosen to not use SAC

It is not Confirmed in the system until the closing date. If the candidate later has entries for 3 standards or changes their mind you can review and select the SAC.

Examples of processing

1. John has a L1 Maths exam session with 3 standards in the session. His pre-approved entitlements are: CU, WR, SA, R.
   Based on the rules, John can select ET as an alternative to CU or WR for Maths

   NCEA L1 Mathematics and Statistics

Standard	Title
91028	Mathematics - Investigate relationships between tables, equations and graphs
91031	Mathematics - Apply geometric reasoning in solving problems
91037	Mathematics - Demonstrate understanding of chance and data

   * Select to add condition(s)

   ☐ CU - Use of a computer   ☑ ET - Extra Time   ☐ IS - Isolated Separate Accommodation   ☐ R - Reader

   ☐ SG - Small Group Separate Accommodation   ☐ WR - Writer assistance   ☐ NR - SAC not required

   As soon as ET is ticked you cannot tick Computer or Writer as well. He isn't entitled to ET with a computer or writer.
   If John also wants the reader, then select it, and the outcome will be

Entitlements	NZQA Status
Entitlements: WR, SA(SM), R , SA(IS), ET, CU	
Requested: R , SA(IS), ET	Approved

2. If John decides he doesn't want the reader or computer or writer but does want the extra time, and then the selection is Saved, the SAC chosen is confirmed straight away and cannot be revisited. Separate accommodation cannot be ticked as it is not required for ET only.

Entitlements	NZQA Status
Entitlements: WR, SA(SM), R , SA(IS), ET, CU	
Requested: ET	Approved

3. However, John has Tourette's Syndrome, and may disturb the other candidates in the hall. The school emails sac@nzqa.govt.nz with his name and NSN and asks for Isolation to be added for Maths because of his Tourette's. NZQA will add the IS.

Entitlements	NZQA Status
Entitlements: WR, SA(SM), R , SA(IS), ET, CU	
Requested: SA(IS), ET	Approved

The Edit function for changing SAC attached to exams.

You can correct any errors that may have occurred or make changes. Once any SACs are saved, the Edit function activates. Click on the student's NSN and scroll to the end of their exam session list.

Save   **Back to List**   **Edit All Entitlements**

Click on Edit and every session activates. You can see what is already saved in the system for that session, and below it are the original choices again. If you haven't done some sessions yet it still activates for them too.

Example: student chose a computer for Science originally, but now wishes to change to ET (Special List subject). This is how the Edit appears.

NCEA L1 Science

Standard	Title
90940	Science - Demonstrate understanding of aspects of mechanics
90944	Science - Demonstrate understanding of aspects of acids and bases
90948	Science - Demonstrate understanding of biological ideas relating to genetic variation

Entitlements	NZQA Status
Entitlements: WR, SA(SM), SA(IS), ET, CU	
Requested: SA(SM), CU	Approved

* Select to edit condition(s)

☐ CU - Use of a computer   ☐ ET - Extra Time   ☐ IS - Isolated Separate Accommodation
☐ SM - Small Group Separate Accommodation

☐ WR - Writer assistance   ☐ NR - SAC not required

Click on <u>all the SAC needed for the session</u>, in this case ET, scroll down to the bottom and Save.

Save   **Back to List**

It will overwrite the old Save. Any session you didn't edit will retain what was there before.

NCEA L1 Science

Standard	Title
90940	Science - Demonstrate understanding of aspects of mechanics
90944	Science - Demonstrate understanding of aspects of acids and bases
90948	Science - Demonstrate understanding of biological ideas relating to genetic variation

Entitlements	NZQA Status
Entitlements: WR, SA(SM), SA(IS), ET, CU	
Requested: ET	Approved

The Edit function does time out if you don't do anything or Save. The original saved SAC remains.